



NECAP Online Writing - Fall 2011 Quick Start Guide

This Quick Start Guide is intended to provide you with high-level reference information regarding NECAP Online test administration. Please use this document in conjunction with the *User Guide*, and the *Test Administrator Manuals (TAMs)*. All guides and manuals are available via iServices at <http://iservices.measuredprogress.org>. (Select “New England Common Assessment Program” from the dropdown, then select “Online Writing Manuals”.)

The following abbreviations are included in this document: DAS - Data Administration System; PTW - Proctor Test Workstation; STW - Student Test Workstation)

1) High-Level Workflow

The following table illustrates the “top ten” high-level tasks for NECAP Online. The tasks follow a sequential order.

Step	Task	Role	Context / Screen
1	Download STW software if necessary	Technical Coordinator	https://necap.measuredprogress.org/das/support/necap/stw-portal.htm
2	Add or remove student accounts	Test Coordinator	DAS: Student Management / Create Student
3	Create Test Administrator accounts in the DAS	Test Coordinator	DAS: Staff Management / Create New User
4	Distribute logins to Test Administrators	Test Coordinator	DAS: Staff Management / Test Administrator Accounts
5	Test Coordinators train Test Administrators	Test Coordinator	Recommended: practice in a computer lab setting using practice tests as appropriate.
6	Download TAMs for both practice and operational tests	Test Coordinator / Test Administrator	DAS: blue TAM link on landing page; or via iServices: NECAP / Online Writing Manuals
7	Print student login tickets	Test Coordinator	DAS: Student Management / Student Roster
8	Practice Testing	All roles	September 1 - 27
9	Operational testing	All roles	October 3 - 25
10	Staff survey and student questionnaire	All roles	Link to staff survey will be sent by email to school staff. Link to student questionnaire provided in the TAM.

2) Help Desk Information

- NECAP Service Center
 - Contact the service center for questions relating to policy or the NECAP Online Writing Assessment in general
 - 877-632-7774
 - Hours of operation: Monday – Friday, 8 a.m. to 4 p.m.
- Measured Progress Technical Support Center
 - Contact the technical support group for any questions relating to the iTest software or any technical issues
 - 888-465-2740
 - Email address: mptechhelp@measuredprogress.org
 - Hours of operation: Monday – Friday 7 a.m. to 5 p.m.

3) Role Definitions

- Test Coordinator – usually the school Principal, has access to all system functions and records for his/her school
- Test Administrator – administers practice and operational online writing tests to students
- Technology Coordinator – configures and maintains the NECAP Online System. Please note: the Technology Coordinator does not have a role specifically within the DAS.

4) Data Administration System (DAS) – primarily used by Test Coordinators

DAS URL: <https://necap.measuredprogress.org/das/>

- NECAP Online User Guide
- Practice and Operational Test Administrator Manuals (TAMs)
- Staff Management – create Test Administrator accounts
- Student Management – Add or remove students as necessary; print student login tickets. Note: Please schedule time to work with student rosters in advance of testing.
- Student Test Workstation files can be downloaded from the Technology link on the home page

5) Proctor Test Workstation (PTW) Link – used by Test Administrators

PTW URL: <https://necap.measuredprogress.org/tds/proctor/>

- Used by Test Administrators to administer tests to students, both practice and operational.
- Test Administrator logins are generated by the Test Coordinator in each school using the DAS
- Test Administrators should use the TAMs as their primary documentation resource
- TAMs can be downloaded via iServices at <http://iservices.measuredprogress.org>

6) Student Test Workstation (STW)

- Any STW installed software that was used in the spring 2011 pilot can be used again for fall 2011 online testing
- STW software can be downloaded from the Technology page of the Data Administration system or by going to the following URL: <https://necap.measuredprogress.org/das/support/necap/stw-portal.htm>.

7) Enhancements for NECAP Online Writing / Fall 2011

DAS / Student Logins: User names for student logins are shorter. Passwords are alpha-numeric, and case-sensitive.

- Convention: first initial + last name (e.g.: George Washington = User Name: gwashington)
 - For two students with the same name an integer is added (e.g.: gwashington and gwashington1).
- Practice Test Availability: Practice tests are available for staff and students beginning September 1
 - Content taken from the NECAP Online Pilot tests from the spring of 2011.
 - Practice and operational tests are automatically assigned to students by grade.
- Grade 11 test spiraling: Grade 11 tests (session 2 only) have multiple forms. They are spiraled by student when students are imported into, or created, in the DAS.
- STW Character Counter: Character counter for constructed/extended response questions.
- STW Text Editing: Added text editor functionality for constructed/extended response items: Indent, Outdent, Undo, and Bulleting.
- Students cannot exit the test until the Test Administrator allows them: New functionality in the PTW and STW prohibits students from exiting the STW software until the Test Administrator ends the session.
- Student survey: Students will complete an electronic survey to provide feedback on the online testing experience. The survey will be available beginning October 3 at <https://www.surveymonkey.com/s/NECAPOnline-Student>.

8) Test Session Basics

The following workflow provides an overview of how students and test administrators connect during a test session.

